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12 August 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Log and Forecast of the Survey of the Administrative Positions in the DD/P Area.

1. Attached is a log of past actions and the program for future surveys. This supplements my memorandum of August 8, 1953 and is made at the request of [REDACTED]

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2. It will be noted that there has been some delay in getting together with representatives of the Personnel Office due, I believe, to the different concepts of the task to be undertaken.

3. As I understand it, and as I tried to explain to Mr. McLoon and [REDACTED] the survey is to cover:

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a. Administrative positions and functions of all divisions of the DD/P Area.

b. We are to determine of the work being performed what is actually necessary.

c. Of what is actually necessary, what should be done by the Personnel Office, Comptroller, and Logistics Office.

d. Of what remains, how many people are required to do it.

e. In accomplishing this mission, we are to use experts from the three above mentioned offices when dealing with functions which relate to their particular offices.

f. In conjunction with these experts, we prepare recommendations and discuss them with the chief or chief administrative officer of the division and file a report with you and [REDACTED] indicating their concurrence or non-concurrence. If they do not concur, then you and [REDACTED] will determine the procedures to be adopted.

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g. After you and [REDACTED] agree on the recommendations, or such of them as stand up, Organization and Methods Service will assist in the implementation if necessary.

h. The Personnel Office seems to have a little different concept as will be seen from a copy of the memorandum they have delivered to us.

W. L. PHEL

Management Officer

3 Attach.

1. Cy memo dtd 6 Aug 53 w. schedule.
2. Log
3. Memo dtd 11 Aug 53 fr Pers. Director

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACH